

December 14, 2006

Remember to answer the eight questions listed below in PeopleSoft. The State Board of Accounts manual (pg. 11:15) references a public law and the requirements specified for purchasing vehicles. The requirements involve a justification that should accompany all purchase requests for vehicles. This will be based on justifications addressing the following issues:

1. Intended use of the vehicle, function to be performed in its daily job.
2. Average monthly mileage of official use.
3. Vehicle type requested and what is needed to perform functions of the job.
4. Funds budgeted for vehicle purchase or lease.
5. Does it replace an existing vehicle or add the State fleet?
6. Consideration of consolidating vehicle use. Can one vehicle be used to accommodate two or more needs?
7. Extending the useful life of vehicles. Motor Pool requires 100,000 miles for replacement unless mechanical problems require the vehicle to be replaced earlier.
8. For all new QPA's Releases, an agency that elects not to purchase an alternative fuel vehicle as a replacement must provide justification in addition to that which is already required. Included in the justification must be the agency's analysis utilized to support their request, i. e. economic, operational, etc.

Please include this justification when you send your documentation to IDOA Procurement. If you have further questions, you may contact, Cindi Atkinson, Sr. Purchasing Administrator, at 317-234-5033 or catkinson@idoa.in.gov